

Human Resources Generalist III



Job Code: 1450
Grade: 130
Reports to: Director of Human Resources
Salary Range: \$53,941 - \$83,951
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs complex, technical, and considerably responsible work involving a variety of assignments in the Human Resources Department, including the research and analysis of personnel information, programs, policies, and work processes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs a variety of complex technical and professional level duties involving personnel information, programs, and policies. The work of this position involves extensive employee and public contact in explaining a wide variety of human resources related policies and procedures. Work is performed under general direction with considerable latitude for independent judgment, discretion, and initiative in carrying out daily operations, and is reviewed based on observation, conferences, reports, and evaluation of results achieved.

ESSENTIAL FUNCTIONS

Providing guidance, support, maintenance, and consultation in a variety of human resources program areas; conducting classification and compensation and related studies; maintaining records and files; preparing reports.

EXAMPLES OF WORK

- Administers, coordinates, and maintains complete employee benefit program including leave, all types of insurance, retirement, deferred compensation, flexible spending, tuition reimbursement, personal cell phones, and dependent care coverage.
- Serves as group administrator/liaison between benefit providers and employees/retirees.
- Interprets policies and provides information and assistance relative to all personnel program areas and related issues.
- Manages and maintains personnel database and official personnel files; supervises payroll processing.
- Designs queries and databases and creates regular and special comprehensive and detailed records and reports relative to all personnel program areas.
- Writes and prepares personnel policies and procedures, correspondence, documentation, ordinances and resolutions, requests for proposals, instructions, brochures and informational and training materials.
- Administers worker's compensation payroll; makes recommendations relative to injury mitigation/safety; administers long-term disability claims.
- Oversees general liability, property, and vehicle accident insurance claims.
- Coordinates recruitment process; develops recruitment strategies; manages advertising; prepares and revises classification descriptions and related documents; maintains applicant database and supervises applicant tracking; responds to inquiries concerning job openings; prepares special reports or information summaries.
- Completes salary and benefit surveys and provides classification and compensation information as requested to employees, supervisors, other jurisdictions, and the general public.
- Conducts research and surveys concerning personnel policies and procedures or employee services and benefits as requested; prepares special reports or information summaries as requested.
- Conducts orientation sessions for new employees and exit interviews for terminating employees.
- Assembles and studies training aids/materials or testing programs and makes recommendations to the Director of Human Resources.
- Writes articles for biweekly employee newsletter.
- Coordinates training programs and other personal/professional enrichment activities; secures outside speakers or vendors.
- Prepares information for and assists in the ongoing development of the internet and intranet web sites for the Department.

- Oversees CDL licensing requirements process and drug-free workplace policy and testing procedures.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of human resources administration, including benefits administration, classification, and compensation, recruitment, risk management, and records management and maintenance; thorough knowledge of the City's Personnel Ordinance and principles of governmental organization and administration; ability to conduct effective personnel interviews; ability to establish and maintain effective working relationships with departmental supervisors, employees, benefit providers/administrators and the general public; ability to present ideas and recommendations clearly and concisely both orally or in written form; ability to arrive at sound decisions through detailed analysis and evaluation of information received from a variety of sources; ability to prepare comprehensive records and reports using available automation and statistical report tools; ability to plan, set priorities, and organize numerous work assignments; ability to handle confidential information with discretion.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Personnel Administration, Public Administration, Human Resources Management, Industrial Psychology, or related field. Three (3) to five (5) years of professional experience in human resources administration; additional years of practical experience in municipal human resources administration may substitute for a portion of the educational requirement; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

Revised 07/01/2008

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.